



Choice Training 6-9: Employee Education Requirements

1. Employee Education Requirements

1.1 Title Slide



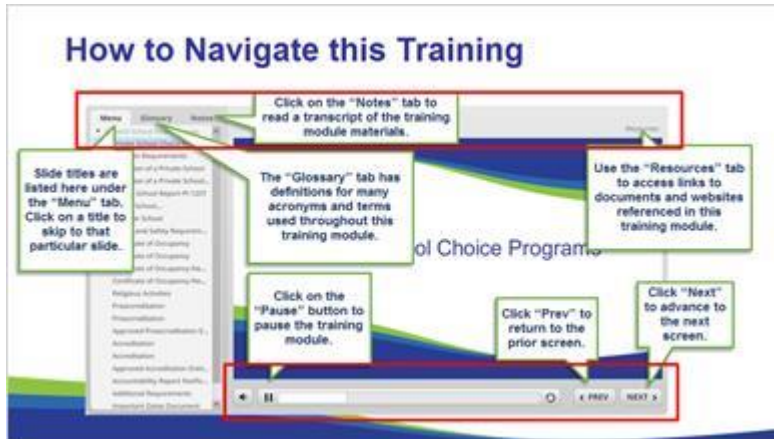
Notes:

Welcome to the Wisconsin Department of Public Instruction's training module on the Private School Choice Programs. We will refer to the Private School Choice Programs as "Choice" or "Choice program" throughout this training. The Choice program is governed by Wis. Stat. §§ 119.23 and 118.60, as well as Wis. Admin. Codes ch. PI 35 and 48. Provisions of this training module are subject to statutory and rule changes.

The next section we will go through is employee education requirements.



6-9.2 How to Navigate this Training Module



Notes:

Before we start, here are some tips and tools you may wish to use when viewing this training.

When listening to this training please note the buttons at the top of the training screen. Titles to all of the slides in this training are listed under the “Menu” tab on the top left of the training screen. You may watch the training in its entirety, or you may skip to a specific slide by clicking on the title of a particular slide.

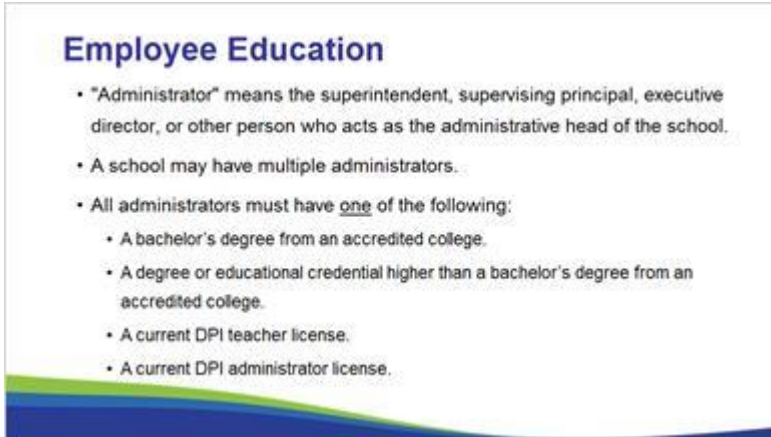
Acronyms and terms that are used throughout this training are defined under the “Glossary” tab on the upper left side of the training screen. If you have any questions about a particular acronym or term that is used in this training, click on the “Glossary” tab to read the definition of that acronym or term.

The “Notes” tab has a transcript of the training materials as they are presented. If you wish to read along with the training, please click the “Notes” tab on the upper left side of the training screen.

We have also posted resources related to this training which can be found under the “Resources” link on the upper right hand side of the training screen.

Next please note the buttons at the bottom of the training screen. If you want to pause on or during a specific slide, please hit the “Pause” button. Clicking the “Prev” button will allow you to return to the previous slide and clicking the “Next” button will allow you to advance to the next slide, if you wish to advance sooner than the auto-timing.

6-9.3 Employee Education



Employee Education

- "Administrator" means the superintendent, supervising principal, executive director, or other person who acts as the administrative head of the school.
- A school may have multiple administrators.
- All administrators must have one of the following:
 - A bachelor's degree from an accredited college.
 - A degree or educational credential higher than a bachelor's degree from an accredited college.
 - A current DPI teacher license.
 - A current DPI administrator license.

Notes:

An administrator means the superintendent, supervising principal, executive director, or other person who acts as the administrative head of the school. A school may have multiple administrators. The Choice administrator is an administrator.

All administrators must have one of the following:

1. A bachelor's degree from an accredited college.
2. A degree or educational credential higher than a bachelor's degree from an accredited college.
3. A current DPI teacher license.
4. A current DPI administrator license.

6-9.4 Employee Education

Employee Education

- "Teacher" means a person who has primary responsibility for the academic instruction of pupils.
- All teachers, including substitute teachers, must have one of the following:
 - A bachelor's degree from an accredited college.
 - A degree or educational credential higher than a bachelor's degree from an accredited college.
 - A current DPI teacher license.

Notes:

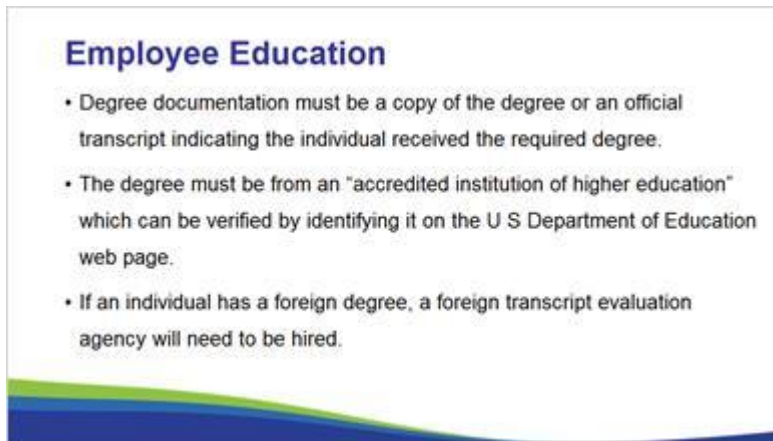
A teacher means a person who has primary responsibility for the academic instruction of pupils. At least one person in the classroom must be a teacher.

All teachers, including any substitute teachers, must have one of the following:

1. A bachelor's degree from an accredited college
2. A degree or education credential higher than a bachelor's degree from an accredited college
3. A current DPI teacher license

This requirement is for all teachers at the school, regardless of whether the teacher has Choice students in their classroom. Since all substitute teachers must meet the educational credential requirement, the school may want to consider having a list of available substitute teachers. The school can require that the teacher provide documentation that it meets one of the requirements prior to including the teacher on the list.

6-9.5 Employee Education



Employee Education

- Degree documentation must be a copy of the degree or an official transcript indicating the individual received the required degree.
- The degree must be from an "accredited institution of higher education" which can be verified by identifying it on the U S Department of Education web page.
- If an individual has a foreign degree, a foreign transcript evaluation agency will need to be hired.

Notes:

The school must maintain a copy of the degree or official transcript indicating the individual received the degree. The degree must be from an “accredited institution of higher education”, which can be verified by identifying it on the U S Department of Education web page.

If an individual has a foreign degree, a foreign transcript evaluation agency will need to be hired to validate the degree meets the requirements. A list of foreign transcript evaluation agencies that may be used is included in PI 35.16 (4) and 48.16 (4). The evaluation agency must determine that the degree is equivalent to a bachelor’s degree from an accredited institution of higher education in the United States.

6-9.6 Employee Education

Employee Education

- Ensure a teacher or administrator has a current license by completing the following:
 - Obtaining a copy of the license certificate.
 - Verifying the license was currently active on the DPI teacher licensing website.

Notes:

To confirm that an administrator or teacher has a current license, the school must obtain a copy of the license and verify the license is active on the DPI teacher licensing website. The auditor will review the documentation for each teacher and administrator to verify the requirements have been met.

6-9.7 Employee Education

Employee Education

- "Teacher Aide" means any individual assisting with educational programming who is not a teacher or a volunteer. (This definition was added to the rule.)
- All teacher aides must have one of the following:
 - High school diploma evidenced by:
 - Copy of high school diploma.
 - Letter from the high school stating the individual graduated.
 - Identification of high school graduation on a high school, college, or other post-secondary educational agency transcript.
 - Diploma signed by the administrator of a home-based private educational program.
 - GED certificate.
 - HSED diploma.
 - Degree or educational credential higher than a high school diploma, GED or HSED.

Notes:

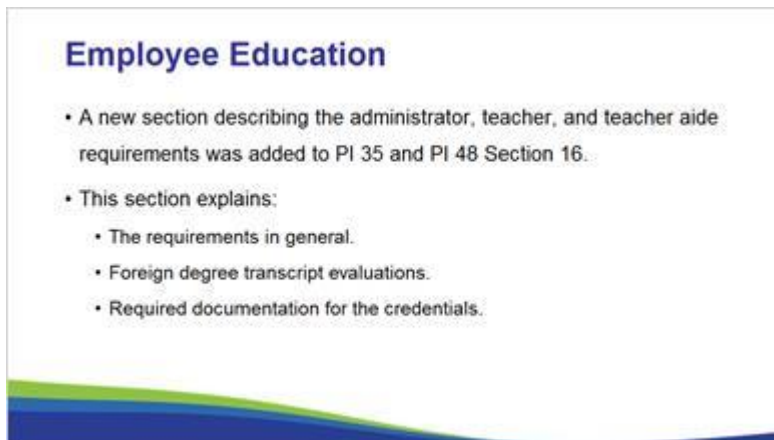
“Teacher Aide” means any individual assisting with educational programming who is not a teacher or a volunteer.

All teacher aides must have a high school diploma, GED certificate, HSED diploma, or degree or educational credential higher than a diploma, GED, or HSED. A high school diploma should be evidenced by a copy of high school diploma, a letter from the high school stating the individual graduated, identification of high school graduation on a high school, college, or other post-secondary educational agency transcript, or a diploma signed by the administrator of a home-based private educational program.

A GED should be evidenced by the certificate and an HSED should be evidenced by the HSED diploma.

The school should maintain the evidence in the employee file for the auditor’s review.

6-9.8 Employee Education



Notes:

A new section describing the administrator, teacher and teacher aide requirements was added to PI 35 and PI 48 in section 16. This section explains the requirements, foreign degree transcript evaluations and required documentation needed to support the credentials.



Notes:

If you have any questions about the information discussed in this training, please see the Private School Choice Programs homepage. The left menu bar of the Private School Choice Programs homepage has resources for both schools and parents.

Choice schools may also contact the Choice team at privateschoolchoice@dpi.wi.gov, or call the toll-free number at 1-888-245-2732, extension 3.